510-121-7357-A

PREPARE AN ENDORSEMENT TO A MILITARY LETTER

TEC Lesson 510-121-7357-A

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UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK

REVISED JUNE 1985

If you have questions or comments concerning this TEC Lesson, address them to:

Commander
U.S. Army Soldier Support Institute
ATTN: ATSG-DTC-E
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

TYPE OF LESSON

- Administration

AUDIENCE

- MOS 71C, 71D, 71E, 71L, 71M, 75B, 75C, 75D, and 75E
- Skill level 1/2

TRAINING OBJECTIVE

Soldiers completing this lesson should be able to:

- properly format information into an endorsement to a military letter making sure all elements are present and positioned correctly IAW AR 340-15.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pencil and lined paper
- Dictionary
- Typewriter, typing paper and correction fluid (if available)
- AR 310-50, Authorized Abbreviations and Brevity Codes
- AR 340-15, Preparing and Managing Correspondence

TIME REQUIRED

- Individual: 1 hour
- Group: 1 hour

REFERENCES

- FMs 12-71C 1/2,71D 1/2,12-71E 1/2, 12-71L 1/2,12-75B 1/2,12-75C 1/2, 12-75D 1/2,12-75E 1/2,16--71M 1/2, (Task 121-004-1204)

READEX

STUDENT/SUPERVISOR INSTRUCTIONS

STUDENT INSTRUCTIONS

- Prerequisites: Before taking this lesson, you should have successfully completed TEC lessons 510-121-7362-A, 510-121-7355-A, and 510-121-7356-A.
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.
- Make sure you have the material and equipment required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisites listed in the Student Instructions.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper not in the lesson book. To pass the test, a soldier must score at least 19 points out of a possible score of 24 points.
- Make sure students have the material and equipment required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

PRETEST/POSTTEST

TEC LESSON 510-121-7357-A

Revised June 1985

Prepare an Endorsement to a Military Letter

This test consists of 2 situations that cover every training objective of the lesson. These situations have a total value of 24 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Keys on pages 26 through 29. If you do not score at least 19 points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper and/or on other appropriate materials. Do not write in this book.

If you are typing your responses, you will need a typewriter, typing paper, correction fluid, AR 310-50, and AR 340-15. If you are handwriting the responses you will need a pencil, lined paper, AR 310-50, and AR 340-15.

Situation 1:

Using the information below, prepare a <u>separate-page</u> endorsement in the correct format.

OFFICE SYMBOL:	AJJCS
ENDORSEMENT NUMBER:	1st
PAGE NUMBER:	2
BASIC LETTER OFFICE SYMBOL:	AFDCG
SUBJECT OF BASIC LETTER:	Letter of Appreciation
DATE OF BASIC LETTER:	28 June 1994
CURRENT DATE:	10 July 1994
ENDORSING OFFICE:	Cdr, 54th Inf Div (Mech),Ft Atterbury, IN 46124-9000
THRU ADDRESSEE:	Commander, 2nd Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9321
TO ADDRESSEE:	Commander, 3d Battalion, 3rd Armor, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9322
WRITER/PHONE NUMBER:	CPT Raymond J. Collier/5534

PRETEST/POSTTEST

TYPIST'S INITIALS: You are the typist

SIGNED BY: MG James R. Franklin, USA, Commanding

The body of the endorsement is as follows:

1. The remarks contained in General Larsen's letter came as no surprise to me. During the operation your battalion conducted, I saw your many accomplishments.

2. I add my own congratulations to those of General Larsen's. You can be sure I am proud of you.

Situation 2:

Using the information below, prepare an endorsement that is to be added to the same page of a one-page military letter.

ENCLOSURE LISTING FROM ORIGINAL LETTER: 4 Encls

SIGNATURE BLOCK FROM ORIGINAL LETTER: Marlin Burke, COL, AG, Chief of Staff

ENDORSEMENT NUMBER: 1st

OFFICE SYMBOL: AJJBE

WRITER/PHONE NUMBER: Mr. Conway/555-7282

TYPIST'S INITIALS: You are the typist

DATE OF BASIC LETTER: Jan 3, 1994

CURRENT DATE: Jan 11, 1994

ENDORSING OFFICE: Commander, United States Army Field Artillery Center Ft Sill, OK 73503-5001

TO ADDRESSEE: Commander, 54th Mech Div Arty, Ft Atterbury, IN 46124-9350

AUTHORITY LINE: FOR THE COMMANDER

SIGNED: Julius Brown, MAJ, AG, Adjutant

ENCLOSURES: nc

BODY: 1. We have received your basic communication. 2. A reply will be forwarded to your office within 10 days.

INTRODUCTION

On the job, you may be asked to prepare an ENDORSEMENT to a military letter. When you are asked to do this, your supervisor is actually telling you to prepare a reply to a military letter your unit has received.

In this lesson, you will be taught how to prepare the different formats for the various types of endorements you will be using on the job, for example: Same Page Endorsements, Separate Page Endorsements, Continuation Pages for Endorsements, and THRU - TO Addressee Endorsements. At the end of the lesson, when given all the necessary information, you should be able to prepare endorsements to military letters with all parts (elements) present and correctly positioned.

Margins reflected in this lesson have been "brought in" due to the reproduction requirements of the lesson. A wavy line across or down the page means that you are seeing a part of a page or illustrated letter.

Use of this lesson and AR 340-15 is not only permitted, IT IS ENCOURAGED. If you know how to type, you will type your answers. If you do not know how to type, you will handwrite your answers. If you are typing your responses, you will need a typewriter, typing paper, correction fluid, AR 310-50, and AR 340-15. If you are handwriting your responses, you will need a pencil, lined paper, AR 310-50, and AR 340-15.

TEC LESSON

SAME-PAGE ENDORSEMENT

An endorsement is a reply or a forwarding statement added to a military letter, memordandum, or form. If there is enough space at the end of a military letter to type the entire endorsement, it may be typed on the same page.

The example on page 7 is a SAME-PAGE ENDORSEMENT to a military letter. The elements of the SAME-PAGE ENDORSEMENT will be presented line by line.

The first element of the same-page endorsement begins on the THIRD LINE below the last line of the basic letter. This element begins with YOUR OFFICE SYMBOL and the abbreviation 1st End (first endorsement). In other words, you are beginning to type the first answer to the basic letter.

On the same line as the endorsement number, place the writer's name, initials of the typist, and telephone number of the action officer. Use AUTOVON numbers when appropriate. These entries are placed on the right side of the page, ending approximately at the right margin. See the example below.

```
   3 Encls                                ROLAND S. SEEBERS
   1. AR 340-9                            Major General, USA
   2. DA Pam 1-10                         Commanding
   3. Ltr DARCOM 27 Dec 93
1
2 AJJAB  1st End                                  Mr. Morgan/dwr/765-4321
```

The second element of the endorsement begins on the SECOND LINE below the office symbol and 1st End, and contains YOUR UNIT'S ADDRESS. In an endorsement, your address is typed in a straight line with as many abbreviations as you can use. Today's date goes three spaces after your ZIP code.

```
2  AJJAB  1st End                                 Mr. Morgan/dwr/765-4321
1
2  Cdr, 3d Bn, 2d Armor Cav, 54th Inf Div (M), Ft Atterbury, IN  46124-9313
   21 Jan 94
```

The third element of the endorsement begins on the SECOND LINE below your address. This element contains the TO ADDRESSEE. REMEMBER, you must type "TO:" before you type the address of the Commander to whom you are sending the endorsement. See the example below:

3. Ltr DARCOM 27 Dec 93

AJJAB 1st End Mr. Morgan/dwr/765-4321

Cdr, 3d Bn, 2d Armor Cav, 54th Inf Div (M), Ft Atterbury, IN 46124-9313
21 Jan 94

TO: Commander, 9th Infantry Division, ATTN: AFZH-CDR, Fort Lewis, WA 98433-5000

See Chapter 3, AR 340-15, for an example.

FOR THE COMMANDER:

2 Encls
wd encl 2

JOHN Q. SMITHER
MAJ, AR
Assistant Adjutant General

After you understand these elements, you should not have any problems. Everything else is done like a military letter. In other words, the body and the closing of an endorsement are prepared exactly as in a military letter.

Rule: You may type the endorsement on the SAME PAGE as the basic letter as long as the entire endorsement including the signature block, will fit on that one page.

SAMPLE
MILITARY LETTER WITH SAME-PAGE ENDORSEMENT

DEPARTMENT OF THE ARMY
Headquarters, 9th Infantry Division
Fort Lewis, Washington 98433-5000

AFZH-CDR

14 January 1994

SUBJECT: Military Letter With Same-Page Endorsement

Commander
3d Bn, 2d Armor Cavalry, 54th Inf Div (Mech)
Fort Atterbury, IN 46124-9313

An endorsement is a reply or forwarding statement added to a military letter. This system is reserved for use with the military.

3 Encls
1. AR 340-9
2. DA Pam 1-10
3. Ltr DARCOM 27 Dec 93

ROLAND S. SEEBERG
Major General, USA
Commanding

AJJAB 1st End

Mr. Morgan/dwr/765-4321

Cdr, 3d Bn, 2d Armor Cav, 54th Inf Div, Ft Atterbury, IN 46124-9313
21 Jan 94

TO: Commander, 9th Infantry Division, ATTN: AFZH-CDR, Fort Lewis, WA 98433-5000

See Chapter 3, AR 340-15, for an example.

FOR THE COMMANDER:

2 Encls
wd encl 2

JOHN Q. SMITHER
MAJ, AR
Assistant Adjutant General

PRACTICE EXERCISE 1

In this Practice Exercise assume that there is enough room at the bottom of the basic letter for you to place the entire endorsement on it.

Start at the top of your paper and enter the signature block of the basic letter as shown below.

WILLIAM E. JOHNSON
Colonel, AG
Chief of Staff

After the signature block prepare a SAME-PAGE ENDORSEMENT with the information given below.

OFFICE SYMBOL:	AJJAA
WRITER/PHONE NUMBER:	Mr. Hichar/AUTOVON 839-1106
TYPIST'S INITIALS:	AMT
CURRENT DATE:	15 February 1994
ENDORSEMENT:	1st
TO ADDRESSEE:	Cdr, Third US Army, ATTN: AJACS, Ft McPherson, GA 30330-5001
ENDORSING OFFICE:	Cdr, 3d Bn, 2d Armor Cav, 54th Inf Div (M), Ft Atterbury, IN 46124-9313
SIGNED BY:	LTC Frank J. Jones, Armor, Commanding
BODY OF THE ENDORSEMENT:	1. This battalion has thirty people in the category you requested we check. 2. The names of these people will be forwarded later.

SOLUTIONS TO PRACTICE EXERCISE 1

This is what your ENDORSEMENT should look like. Be sure to check the placement of elements down the page and across the page, and to compare your capitalization and abbreviations with those in the solution.

WILLIAM E. JOHNSON
Colonel, AG
Chief of Staff

1
2 AJJAA 1st End Mr. Hichar/amt/AUTOVON 839-1106
1
2 Cdr, 3d Bn, 2d Armor Cav, 54th Inf Div, Ft Atterbury, IN 46124-9313
15 Feb 94
1
2 TO: Commander, Third U.S. Army, ATTN: AJACS, Fort McPherson, GA
30330-5001
1
2 This battalion has thirty people in the category you requested we check.
The names of these people will be forwarded later.
1
2
3
4
5 FRANK J. JONES
LTC, Armor
Commanding

Note: The date may be entered as above, or as 15 February 1994. If you made any mistakes on the endorsement you prepared, correct them and make sure you understand why you were wrong.

If you had trouble with this practice exercise, or do not understand the material, go back over the lesson again and read the material in AR 340-15. When you can prepare the Same-Page Endorsement with little or no difficulty, proceed to the next part of this lesson.

SEPARATE-PAGE ENDORSEMENT

You have just learned how to prepare a SAME-PAGE ENDORSEMENT. On the job, there will be times when the ENDORSEMENT you are asked to type will not fit on the same page as the basic letter. At these times, you will prepare a separate-page endorsement.

A separate-page endorsement is started on the 8th line from the top of the page.

Type the separate-page endorsement at the left margin with your OFFICE SYMBOL. Next, place the OFFICE SYMBOL and DATE OF THE BASIC LETTER in parentheses one space after your office symbol. Leave two more spaces and place the ENDORSEMENT NUMBER. Place the writer's name, the initials of the typist (yours), and the telephone number of the action officer on the same line as the endorsement number, ending approximately at the right margin. The writer's name and telephone number are placed on all endorsements as a rapid means of identification.

Example:

AJJBA (ATZR-PT/5 Mar 94) 1st End CPT Brown/ng/4282

When a suspense date is used, type or stamp it on the sixth line from the top of the page, ending at the right margin. It may also be placed in the body, preferably in the last paragraph, of the correspondence.

This type of endorsement has a SUBJECT line. The subject of the separate-page endorsement must be the same as the subject of the basic letter to which you are making a reply. The SUBJECT line is placed directly below the office symbol.

The TO and FROM addressees, the BODY and the CLOSING of a separate-page endorsement follow the same format as a same-page endorsement. The addressees are always spelled out; not abbreviated. The only abbreviations permitted are state names or Army Postal Offices (APO).

The address of the endorsing office serves as the return address. Type it at the left margin on the second line below the subject. Stamp or type the date of the endorsement three spaces after the ZIP Code of the endorsing office.

The separate-page endorsement will always have a page number. The page number will be centered 1 inch from the bottom of the page. Do not use periods, dashes, parentheses or other punctuation with page numbers.

On the next page is an illustration showing the proper format for a Separate-Page Endorsement.

SEPARATE - PAGE ENDORSEMENT

AJJBA (AJJAA-PT/5 Mar 94) 1st End CPT Brown/ng/4282
SUBJECT: AWOL Personnel

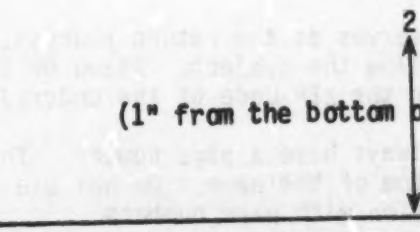
Commander, 3d Battalion, 2d Armor, Fort Atterbury, IN 46124-9313

TO: Commander, 1st Brigade, 54th Infantry Division (Mechanized), Fort Atterbury, IN 46124-9311 9 March 1994

1. This battalion currently has three personnel in an AWOL status.

2. Unit cadre personnel have been instructed to place emphasis on the results of going AWOL in our training programs.

JOHN F. WRIGHT
Colonel, AR
Commanding



You should now be able to take Practice Exercise 2 on the following page.

PRACTICE EXERCISE 2

Prepare a separate-page endorsement IAW AR 340-15 using this letter and the endorsement information given below the letter. The solution is shown on the following page.

DEPARTMENT OF THE ARMY
Headquarters, Tenth United States Army
Fort Hathworth, Massachusetts 18502-5000

S: 18 March 1994

ABDF-BR 7 March 1994

SUBJECT: Status of Letter of Instruction (LOI) Number 3

Commander
3d Battalion, 2d Armor, 54th Infantry Division, (Mechanized)
Fort Atterbury, IN 46124-9313

1. On 2 Feb 94 this command requested your review of LOI No. 3.

2. Request the status of your review.

FOR THE COMMANDER:

JOHN F. HARCOURT
Colonel, AR
Chief of Staff

WRITER/PHONE NUMBER:	CPT Brown, AUTOVON 698-4288
DATE OF THE ENDORSEMENT:	11 Mar 94
YOUR OFFICE SYMBOL:	AJJAA
ENDORSEMENT NUMBER:	1st
TYPIST'S INITIALS:	You are the typist
SIGNED BY:	Paul B. Tasser, MAJ, AR, Executive Officer
AUTHORITY LINE:	FOR THE COMMANDER
BODY OF THE ENDORSEMENT:	"The review of LOI No. 3 has been completed and will be mailed to you by 15 Mar 1994."

SOLUTIONS TO PRACTICE EXERCISE 2

1
2
3
4
5
6
7
8 AJJCA (ABDF-BR/7 Mar 94) 1st End CPT Brown/xxx/AUTOVON 698-4288
1 SUBJECT: Status of Letter of Instruction (LOI) Number 3
1
2 Commander, 3d Battalion, 2d Armor, 54th Inf Div (M), Ft Atterbury, IN 46124-9313 11 Mar 94
1
2 TO: Commander, Tenth United States Army, ATTN: ABDF-BR, Fort Hathworth, MA 18502-5000
1
2 The review of LOI No. 3 has been completed and will be mailed to you by 15 March 1994.
1
2 FOR THE COMMANDER:
1
2
3
4
5

PAUL B. TASSER
MAJ, AR
Executive Officer

2 (1" from the bottom of the page and centered)

If you had trouble doing Practice Exercise 2, go back over the Lesson or reread AR 340-15. When you feel able to prepare a separate-page endorsement with no difficulty, continue with the lesson.

CONTINUATION OF SEPARATE-PAGE ENDORSEMENT

You may have situations when two or more pages are required to prepare an endorsement.

When you must continue an endorsement onto a second page or subsequent page, place the OFFICE SYMBOL of the action officer preparing the specific endorsement on the 8th line from the top of the page. Follow it by a space and, in parentheses, by the office symbol and date of the basic letter. Next, place the endorsement number two spaces after the parentheses. The SUBJECT line is placed directly below the OFFICE SYMBOL. Continue the BODY on the second line below the SUBJECT line. (See the examples below.)

Example 1: A Continuation Page beginning with a complete paragraph.

```
6
7
8  AJJAA (ABAF-BR/7 Mar 94)  1st End
   SUBJECT:  Same as basic letter
1
2  4.  Begin the continuation of the BODY at the left margin on the second
   line below the subject phrase.
```

Example 2: A Continuation Page with a paragraph divided between two pages.

```
6
7
8  AJJAA (ABDF-BR/7 Mar 94)  1st End
   SUBJECT:  Same as basic letter
1
2  at least two lines of a paragraph must be on each page.  When dividing a
   sentence between pages, at least two words of the sentence must appear on
   each page.
```

TEC LESSON

THRU-TO ADDRESSEES

Another form of endorsement is one with THRU-TO addressees. You can use other types of addressees with an endorsement, but, next to a single addressee endorsement the THRU-TO addressees endorsements are the most commonly used. Chapter 3 of AR 340-15 shows examples of endorsements with THRU-TO addressees.

Place the THRU addressee on the second line below the FROM addressee of the unit preparing the reply. Then, place the TO addressee on the second line below the THRU addressee. Be sure to align the first letter of the TO addressee with the first letter of the THRU addressee.

All other rules for preparing an endorsement will apply whether or not the endorsement is prepared on a separate page or on the same page with the basic letter. (See the examples below.)

Example 1: An Endorsement with THRU - TO addressees.

```
6
7
8  DAGC-FBQ (AMGC-WR/9 Aug 94)  2d End                    Mr. Wright/emg/236-4444
I  SUBJECT:  Combined Armd Div FTX
I
2  HQDA(DAGC-PZ), ALEX VA  22331-0301  6 Sept 84
I
2  THRU:  Commander, 11th Armored Division, ATTN:  AJACS, Fort Knox, KY
          42012-5000
1
2  TO:    Commander, 14th Armored Division, ATTN:  ACOHT, Fort Polk, LA
          71446-5000
1
2  1.  Request that you check your records of individuals who attended the FTX
   on 1 Aug 94.
```

Example 2: An Endorsement with multiple THRU addressees.

DAPG-AMC (AMDPT/15 Jan 94) 2d End Mr. Pett/jpd/AUTOVON 223-1956
SUBJECT: Communication Systems Review Conference

HQDA(DAAG-AMR), ALEX VA 22331-0301 12 Feb 94

THRU: Commander, TRADOC, ATTN: AMGC-AV, Fort Monroe, VA 23651-5000
Commander, FORSCOM, ATTN: AJJGC-TC, Fort McPherson, GA 30331-5000
Commander, FORSCOM, ATTN: AGMM-RC, Fort Smith, WI 50231-5000

TO: Commander, U.S. Army Communications-Electronics Command, ATTN: AMSEL-PP, Fort Monmouth, NJ 07703-5000

1. Health hazards associated with electromagnetic radiation from the use of laser, radar, and microwave communications will be presented at the next CSR conference.

PRACTICE EXERCISE 3

Prepare a separate page endorsement with a THRU-TO addressee using the portion of the basic letter, shown below, and the information on the following page. You may refer to AR 340-15.

BASIC LETTER

DEPARTMENT OF THE ARMY
Headquarters, United States Army Computer Systems Command
Fort Belvoir, Virginia 20237-5000

DFBD-BE 15 May 1994

SUBJECT: Data Processing Equipment Tests

SEE DISTRIBUTION

1. Request you provide this office with the results of the BDE 400 Computer tests.

PRACTICE EXERCISE 3

YOUR OFFICE SYMBOL:	AFDB-DH
CURRENT DATE:	18 May 1994
ENDORSEMENT:	1st Endorsement
WRITER/PHONE NUMBER:	MAJ John Warnock/555-4290
TYPIST'S INITIALS:	You are the typist
FROM ADDRESSEE:	Commander, Third U.S. Army, Fort Meyer, Virginia 21137-5000
THRU ADDRESSEE:	Commander, U.S. Army Systems Development Command, Fort Slosky, IL 43181-5000.
SIGNED BY:	FRANK B. STANLEY, COL, GS, Chief of Staff
AUTHORITY LINE:	FOR THE COMMANDER
BODY:	1. The tests on the BDE 400 central processing unit and assembler have been completed.

(Note to Student: Paragraphs 2, 3, and 4 have been deleted for purposes of this exercise. Begin Paragraph 5 on a continuation page.)

BODY (continued):	5. The tests demonstrate the feasibility and benefits of the new computer system.

Compare your endorsement with the solution, checking your work for placement of elements, punctuation and capitalization.

SOLUTIONS TO PRACTICE EXERCISE 3

AFDB-DH (DFBD-BE/15 May 94) 1st End MAJ Warnock/xxx/555-4290

SUBJECT: Data Processing Equipment Tests

Commander, Third U.S. Army, Fort Meyer, VA 21137-5000 18 May 1994

THRU: Commander, US Army Systems Development Command, Fort Slosky, IL 43181-5000

TO: Commander, Computer Systems Command, ATTN: DFBD-BE, Fort Belvoir, VA 20237-5000

1. The tests on the BDE 400 central processing unit and assembler have been completed.

AFDB-DH (DFBD-BE/15 May 94) 1st End
SUBJECT: Data Processing Equipment Tests

5. The tests demonstrate the feasibility and benefits of the new computer system.

FOR THE COMMANDER:

FRANK B. STANLEY
COL, GS
Chief of Staff

3 (1" from the bottom of the page and centered)

If you made any mistakes on the endorsement you prepared, correct them and make sure you understand why you were wrong.

If you had a great deal of trouble with this practice exercise or did not understand the material, go back over the lesson and reread the material in AR 340-15. When you feel you can prepare the endorsement with little difficulty, proceed to the Self-Evaluation Exercise.

The Self-Evaluation Exercise may include the requirement to use abbreviations of different enclosure listings. Use AR 310-50 to find the correct abbreviations. Use AR 340-15 if you have questions about format.

SELF-EVALUATION EXERCISE

Exercise 1:

Using the information below, prepare an endorsement that is to be added to the same page of a one-page military letter.

ENCLOSURE LISTING FROM ORIGINAL LETTER:	2 Encls
SIGNATURE BLOCK FROM ORIGINAL LETTER:	GEORGE M. BATEN, LTC, AG, Assistant Adjutant General
ENDORSEMENT NUMBER:	1st
WRITER/PHONE NUMBER:	Mr. Perry/621-3322
TYPIST'S INITIALS:	You are the typist
OFFICE SYMBOL:	ATZR-PA
DATE OF BASIC LETTER:	January 12, 1994
CURRENT DATE:	January 19, 1994
ENDORSING OFFICE:	Commander, United States Army Field Artillery Center Fort Sill, Oklahoma 73503-5001
TO ADDRESSEE:	Commander, Fort Sill, Oklahoma 73503-5000
AUTHORITY LINE:	FOR THE COMMANDER
SIGNED BY:	RALPH W. HOBBS, LTC, AG, Adjutant General
ENCLOSURES:	Add 1 enclosure: Policy Letter No. 10
BODY:	1. Requested changes have been incorporated in our Standard Operating Procedures. 2. Copy of this Command's Policy Letter Number 10 has been added at Enclosure 3.

Exercise 2:

Prepare a separate-page endorsement to a one page military letter IAW AR 340-15.

OFFICE SYMBOL:	ATRI-D
BASIC LETTER OFFICE SYMBOL:	ATZR-PA
ENDORSEMENT NUMBER:	1st
SUBJECT OF BASIC LETTER:	Missing Property
DATE OF BASIC LETTER:	January 31, 1994
WRITER/PHONE NUMBER:	Dr. Goldblatt/555-5501
TYPIST'S INITIALS:	You are the typist
CURRENT DATE:	February 8, 1994
ENDORSING OFFICE:	Cdr, 1st Bde 54th Mech Div Fort Atterbury, IN 46124-9311
TO ADDRESSEE:	Cdr, 54th Mech Div Fort Atterbury, IN 46124-9310
AUTHORITY LINE:	FOR THE COMMANDER
SIGNED BY:	Nathaniel Zieden Captain, Armor Surveying Officer
BODY:	1. Requested search for the missing property has been initiated. 2. Report of the results of the search will be forwarded by COB 21 February 1994.

ANSWERS TO SELF-EVALUATION EXERCISE

Exercise 1:

xxxx

Exercise 2:

ATRI-D (ATZR-PA/31 Jan 94) 1st End Dr. Goldblatt/xxx/555-5501
SUBJECT: Missing Property

Commander, 1st Bde, 54th Mechanized Division, Fort Atterbury, IN 46124-9311
8 February 1994

TO: Commander, 54th Mechanized Division, Fort Atterbury, IN 46124-9310

1. Requested search for the missing property has been initated.

2. Report of the results of the search will be forwarded by COB 21 February 1994.

FOR THE COMMANDER:

NATHANIEL ZIEDEN
Captain, AR
Surveying Officer

2 (1" from the bottom of the page and centered)

PRETEST/POSTTEST ANSWER KEY

Each part of an answer has a value of one point. The total possible score is 24 points. A passing score is 19 points or more.
Note: Points are awarded as indicated.

Situation 1:

1. Student must have seven blank lines at the top of the page before typing the office symbol on the eighth line. (1)

2. First line should have the endorsing office symbol, (office symbol/date of basic letter), and 1st End on the left; the writer's name, typist's initials, and phone number on the right. (1)

3. Next line directly under the office symbol should be the subject line. (1)

4. Blank line, then the originator's address and today's date, starting on the third space after the ZIP code. (1)

5. Blank line. (1)

6. Complete "THRU" address, not abbreviated. (1)

7. Blank line. (1)

8. Complete "TO" address, not abbreviated. (1)

9. Student must double space between the TO address and paragraph one and between paragraphs. (1)

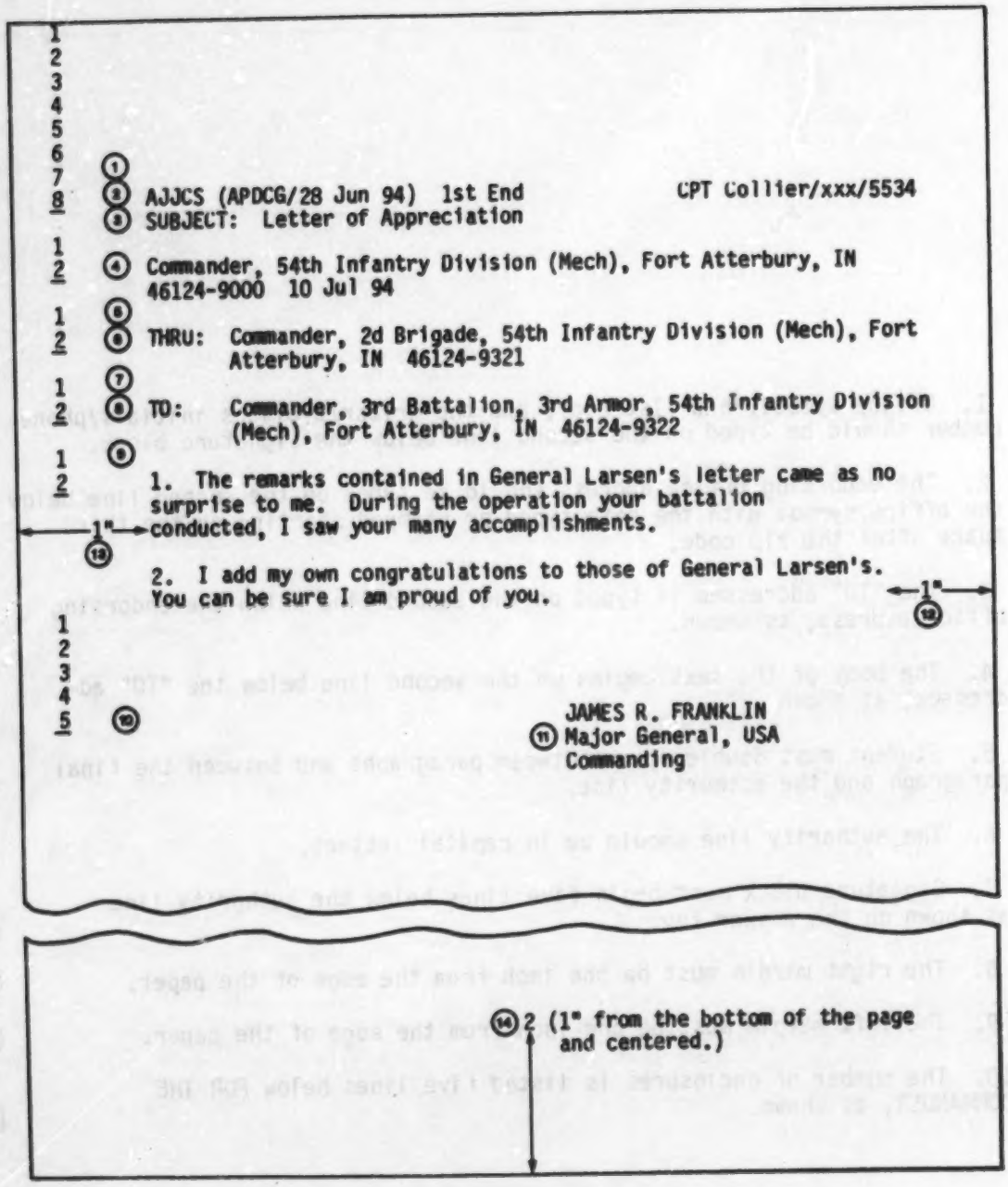
10. There must be five lines between the body and the first line of the signature block. (1)

11. The signature block must be as shown on the Answer Key. (1)

12. The right margin must be one inch from the edge of the paper. (1)

13. The left margin must be one inch from the edge of the paper. (1)

14. Page number must be on the endorsement one inch from the bottom of the page and centered on the page. (1)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(1) (2) AJJCS (APDCG/28 Jun 94) 1st End CPT Collier/xxx/5534
(3) SUBJECT: Letter of Appreciation
(4) Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000 10 Jul 94
(5) (6) THRU: Commander, 2d Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9321
(7) (8) TO: Commander, 3rd Battalion, 3rd Armor, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9322
(9) 1. The remarks contained in General Larsen's letter came as no surprise to me. During the operation your battalion conducted, I saw your many accomplishments.
(13) 2. I add my own congratulations to those of General Larsen's. You can be sure I am proud of you.
(10) (11) JAMES R. FRANKLIN
Major General, USA
Commanding
(14) 2 (1" from the bottom of the page and centered.)

Situation 1:

PRETEST/POSTTEST ANSWER KEY

PRETEST/POSTTEST ANSWER KEY

Situation 2:

1. Office symbol, and "1st End", and the writer/typist's initials/phone number should be typed on the second line below the signature block. (1)

2. The endorsing office address should be typed on the second line below the office symbol with the date typed or stamped starting on the third space after the zip code. (1)

3. The "TO" addressee is typed on the second line below the endorsing office address, as shown. (1)

4. The body of the text begins on the second line below the "TO" addressee, as shown. (1)

5. Student must double space between paragraphs and between the final paragraph and the authority line. (1)

6. The authority line should be in capital letters. (1)

7. Signature block must begin five lines below the authority line as shown on the answer key. (1)

8. The right margin must be one inch from the edge of the paper. (1)

9. The left margin must be one inch from the edge of the paper. (1)

10. The number of enclosures is listed five lines below FOR THE COMMANDER, as shown. (1)

Situation 2:

FOR THE COMMANDER:

4 Encls

MARLIN BURKE
COL, AG
Adjutant General

1 2 1/2 AJJBE 1st End

Mr. Conway/xxx/555-7282 ← 1" (8)

(1) (2)

Headquarters, U.S. Army Field Artillery Center, Fort Sill,
OK 73503-5001 11 Jan 94

1 1/2 (3) TO: Commander, 54th Mechanized Division Artillery, Fort
Atterbury, IN 46124-9350

(4) 1. We have received your basic communication.

1" ← 2. A reply will be forwarded to your office within 10 days. (9)

(6) FOR THE COMMANDER:

1 2 3 4 5 (10) 4 Encls
nc

(7) JULIUS BROWN
MAJ, AG
Adjutant General

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